



Alcoholic Beverage License (ABL) – NEW Application

You may submit this application in person Monday through Friday between 8:30 a.m. and 4:30 p.m. (excluding holidays). Our office is located at

38 Hill St. Suite 110
Roswell GA 30075

For your convenience, a notary public is on staff and available at no charge. **The \$300 Application Fee is required at time of application submittal. Application fees are NON-REFUNDABLE.**

***Before applying**, read the City of Roswell Code of Ordinances, Chapter 3 – Alcoholic Beverages, available online at <https://library.municode.com/GA/Roswell>

Application Checklist and Acknowledgement

Incomplete applications will not be accepted.

Part A: Application Submittal

- ___ 1. Apply for a City of Roswell business license at www.roswellgov.com
- ___ 2. Applicant (Licensee) Information – complete applicant information for the business and licensee.
- ___ 3. Complete, sign, and obtain notarization for the following affidavits:
 - a. Policy Acknowledgement Affidavit
 - b. Criminal History Affidavit
 - c. Citizenship Affidavit
 - d. US District Court Affidavit

Location:

United States District Court, Northern District of Georgia
Richard Russell Federal Building
2211 United States Courthouse
75 Ted Turner Dr. SW
Atlanta, Georgia 30303

- e. One Year Residency Requirement Probate Court Affidavit (for Retail Package stores selling liquor)

___ 4. Attach a copy of the lease agreement, if applicable ([Alcoholic Beverage Ordinance 3.2.14c](#)).

___ 5. Attach a copy of Articles of Incorporation or Partnership Agreement as applicable ([Alcoholic Beverage Ordinance 3.2.14c](#)).

___ 6. Attach a certificate from a registered surveyor. Compliance with distance requirements must be noted in writing on the survey (see [Alcoholic Beverage Ordinance 3.2.16a](#) for specifics).

___ 7. Fee Schedule – complete the fee schedule indicating type of alcohol license you are seeking. Include processing fees and add-on licenses where applicable.

___ 8. Pay application fee of \$300, payable to City of Roswell.

Part B: Fingerprinting, Public Notice, and Hearing

___ 1. You will receive information regarding fingerprinting and a criminal background check using a city-approved vendor. You will be responsible for paying the associated fee for this service.

___ 2. Complete TIPS (Training Intervention Procedures) and provide a certificate as proof of program completion prior to the issuance of your alcohol license. See attached TIPS information sheet for details.

___ 3. Applicants seeking approval for:

- a new business,
- a change in ownership, or
- any business whose principal activity involves the sale of alcoholic beverages (Retail Package, Craft Beer & Wine Market, Brewpub, Brewery, Distillery, Winery)

must attend a public hearing before the City of Roswell Alcoholic Beverage Licensing Board.

You will receive notification of your scheduled public hearing. The licensee must be present at the public hearing.

___ 4. Public Hearing Notice Requirements – at applicant's expense

- a. Signage – All applicants required to attend a public hearing must post a Notice of Public Hearing on the proposed licensed premises at least 15 days before the public hearing. Please review attached sign requirements. See [section 3.2.16\(a\) of the city ordinance](#) for more information.

- b. Public Hearing Ad in Alpharetta/Roswell Herald – All applicants required to attend a public hearing are required to publish a Notice of Public Hearing in the Alpharetta/Roswell Herald. Please review attached ad requirements. See [section 3.2.16\(b\) of the City ordinance](#) for more information.
- c. Attend your public hearing, if required. Payment for the license is expected after the hearing. Checks can be made to City of Roswell

___ 5. Pay any monies due – Ensure that all payments due the City of Roswell have been paid, including property taxes, utilities, permitting, and business license fees.

Part C: Final Steps

- ___ 1. Apply for State of Georgia alcoholic beverage license at www.dor.ga.gov
- ___ 2. Handling / Pouring License - All servers and handlers of alcoholic beverages must be permitted through the Roswell Police Department. Call 770-640-4491 to schedule an appointment.
- ___ 3. Excise Taxes - Any FULL Consumption on the Premises license holders must report and pay a monthly Excise Tax to the City of Roswell. Reference section 3.8 of the Code of Ordinance for details. See Excise Tax reporting form.

Acknowledgement

I have read and understand the application requirements for a City of Roswell Alcoholic Beverage License.

Applicant Signature

Date

Alcoholic Beverage License Fee Schedule

Indicate the type of alcohol license you are seeking using the checkboxes below.
Include application fee. Include add-on licenses, if applicable.

Application Fee (non-refundable)	X	\$300
*Temporary License		\$300
LICENSE FEES		Annual Fee
Consumption on the Premises (COP)		
Qualifying establishments include Brewpub, Craft Beer & Wine Market, Hotel, Private Club, Restaurant, Special Events Facility		
Full COP (Beer, Wine, Liquor) NO Sunday Sales		\$3500
Full COP (Beer, Wine, Liquor with Sunday Sales		\$4000
Ltd COP (Beer & Wine) NO Sunday Sales		\$1500
Ltd COP (Beer & Wine) with Sunday Sales		\$2000
Retail Package		
Package Beer		\$900
Package Wine		\$900
Package Liquor		\$2000
Package Beer, Wine & Liquor		\$3800
Manufacturer		
Qualifying establishments include: Brewpub, Brewery, Distillery, Microbrewery, Winery		
Manufacturer of Beer		\$900
Manufacturer of Wine		\$900
Manufacturer of Liquor		\$2000
Wholesaler		
Wholesale Beer		\$500
Wholesale Wine		\$500
Wholesale Liquor		\$2000
Wholesale Beer, Wine & Liquor		\$3000
Add-on Licenses		
Home Delivery (COP & Retail Pkg are eligible)		\$100
Ancillary Tasting (Retail Pkg & Manufacturer are eligible)		\$75
Total Licensing Fees		

Methods of Payment

Payments made by credit card are subject to a convenience fee. Checks can be made payable to City of Roswell.

By Mail or In Person: City of Roswell
38 Hill Street, Ste. 110
Roswell GA 30076

☐ **New Business** ☐ **New Ownership (Existing business)** ☐ ***New Licensee**

*A temporary license will be needed during the absence of a licensee.

Applicant Information

Trade Name of Business (DBA): _____

City of Roswell Occupation Tax (Business License) Number: _____

Licensee Information:

Full name of licensee: _____

Home address: _____

Mobile Phone: _____ Email: _____

Date of Birth: ____ / ____ / ____ Social Security Number: _____

Driver's License Number: _____

Position of Licensee at licensed business: _____

How many hours per week are you on the premises? _____

Are you a US Citizen? _____

If not, Alien Registration Number: _____

Type of Business:

____ Brewpub ____ Craft Beer & Wine Market ____ Hotel

____ Private Club ____ Restaurant ____ Special Events Facility

____ Retail Package ____ Brewery ____ Winery ____ Distillery

____ Microbrewery

Business Information:

Sole Proprietor, Corporate, or Partnership Name of Business: _____

Business Location Address: _____

Business Mailing Address: _____

Business Phone: _____

Business Email: _____

Federal Tax ID: _____

Type of Ownership:

___ Proprietorship ___ Corporation ___ Non-Profit ___ Other(specify)
___ Partnership ___ For Profit ___ LLC _____

Other Authorized Agent Information:

Name of Contact: _____
Title: _____
Email: _____
Phone: _____

Wholesalers Utilized:

Name	Business Address	Business Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Planning & Zoning Questions:

1.What is the present zoning classification of the location on which the business will operate? _____

2. Reference the registered survey to report the distance measured according to the instruction outlined in the City of Roswell Alcoholic Beverage Ordinance, Chapter 3, Section 3.4.2(e) in linear feet from the premises to the nearest:

- a. School Ground _____
- b. Church Ground _____
- c. City Recreation Park _____
- d. Residence _____

3.If your business is a restaurant, how many seats does your restaurant contain inside?

4. If your business is a restaurant, how many seats does your restaurant contain outside? _____

Licensee Questions:

1. Do you have any financial interest in, or are you employed by, any bar, lounge, tavern, restaurant, or other place of business, wholesale or retail, where alcoholic beverages are sold or consumed? If so, give details here: _____

2. Have you ever had any interest in or been employed by any alcoholic beverage business in this or any other state in which the alcohol license was denied or revoked, or any other disciplinary action was taken? If so, give details here: _____

3. Do you, your spouse or any member of your family own any interest in any outlet selling distilled spirit? If so, list person, relationship, interest involved, and location: _____

4. If this business is owned in whole or in at least 20% interest by any other entity, list associated name(s), title(s), and address(es). _____

Licensee Criminal History

Failure to make full disclosure in responses to these questions may result in denial or subsequent revocation of the license.

1. Have you ever been arrested, indicted, or convicted of any offense by any State, County, City, Federal or Foreign Governmental Authority? (Do not include minor traffic violations.) Give reasons charged or held, date, place where charged, and disposition of the matter. Yes _____ No _____

date	authority issuing citation	violation	disposition of case
date	authority issuing citation	violation	disposition of case

2. Have you or any individual having an interest either as owner, partner, principal officer or stockholder been convicted or entered a plea of nolo contendere within 15 years immediately prior to the filing of this application for any felony or misdemeanor of any state or of the United States or for any municipal ordinance involving moral turpitude? If so, list dates and details: _____

date	authority issuing citation	violation	disposition of case
date	authority issuing citation	violation	disposition of case

3. Have you within 15 years immediately prior to the filing of this application been convicted or entered a plea of nolo contendere on any charge of tax evasion? If so, give date and disposition of the case: _____

date	authority issuing citation	violation	disposition of case
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4. Has the spouse of the applicant or spouse of any individual having an interest either as owner, partner, principal officer or stockholder been convicted or entered a plea of nolo contendere within 15 years immediately prior to the filing of this application for any felony or misdemeanor of any state or of the United States or for any municipal ordinance involving moral turpitude? If so, give name(s) dates and details: _____

5. Have you or any individual having an interest either as owner, partner, or stockholder, or spouse of such individual been found guilty of violating the alcoholic beverage regulations of any city, state, or federal regulatory agency? If so, give name(s) dates and details: _____

6. Has any place of business engaged in the sale of malt beverages, wine, or distilled spirits with which you have been associated ever been cited or charged at any time with any violation of municipal, Georgia, or federal law or any rule or regulation or ordinance concerning the sale of such products? Yes ____ No ____

date	authority issuing citation	violation	disposition of case
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date	authority issuing citation	violation	disposition of case
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Policy Acknowledgement Affidavit

As applicant/licensee, I have read the Code of Ordinances and all amendments pertaining to the Ordinance governing the sale of alcoholic beverages in the City of Roswell, Georgia. I understand that the Alcohol License is nontransferable and that any changes to the business must be reported within five (5) days of the change.

I understand that the license issued shall cover the period of one(1) calendar year commencing the 1st day of January and expiring December 31. The license must be renewed annually, along with payment, on or before October 31 of each year. Renewal applications not received by November 15 shall incur a late fee.

I, _____, applicant/licensee, have examined this application and do solemnly swear, subject to criminal penalties for false swearing, that the statements and answers in this application for an Alcoholic Beverage License in the City of Roswell, Georgia, are true and correct.

Applicant's signature (Full name in ink)

Print name

I hereby certify that signed his/her name to the foregoing statement after stating to me under oath administered by me, that all statements and answers are true. Sworn to and subscribed before me this day _____ of _____, 20____.

Notary Public

My commission expires:

(AFFIX SEAL)

Criminal History Affidavit

PERSONALLY, appeared before me, Applicant _____,
(print name)

who, after being duly sworn, deposes and says that she/he had not, within the past fifteen (15) years, been convicted of any crime involving moral turpitude, nor has she/he been convicted of any Municipal, County, State or Federal offense involving any alcoholic beverage law, ordinance and/or regulation. Further, she/he has not pleaded nolo contendere to any of the above offenses.

Applicant signature

Print name

Sworn to and subscribed before me

This _____ day of _____, 20 _____.

Notary Public

My commission expires:

AFFIX SEAL

Citizenship Affidavit

O.C.G.A. § 50-36-1(e) (2) Affidavit

For City of Roswell Public Benefit Application

By executing this affidavit under oath, as an applicant for a(n) _____ [type of public benefit] as referenced in O.C.G.A. § 50-36-1, from the City of Roswell, the undersigned applicant verifies one of the following with respect to my application for a public benefit:

I, _____ on behalf of
NAME OF INDIVIDUAL TITLE

_____ state that:
BUSINESS NAME

1) _____ I am a United States citizen.

OR

2) _____ I am a Legal permanent resident of the United States.

OR

3) _____ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency. My alien number issued by the department of Homeland Security or other federal immigration agency is:

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e)(1), with this affidavit. The secure and verifiable document provided with this affidavit can best be classified as: _____

Please attach a copy of the verifiable document

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in _____ (city), _____ (state).

Applicant Name (Please print): _____ Date: _____

Signature of Applicant: _____

Subscribed and sworn before me this _____ DAY OF _____, 20__

Notary Public: _____ My Commission Expires: _____

Affix Seal

For all applicants – must be signed and notarized by the Clerk of the US District Court.

**UNITED STATES DISTRICT COURT
FOR THE NORTHEASTERN DISTRICT OF GEORGIA**

**United States District Court
Northern District of Georgia
2211 United States Courthouse
75 Ted Turner Dr., S.W.
Atlanta, Georgia 30335**

I, _____, Clerk, United States District Court for the Northern District of Georgia, do hereby certify that I have examined the records of said court for the Atlanta Division of said district and that the records do not reveal the filing of a criminal complaint, information, or indictment charging an offense against the United States of America by _____ (Applicant print name)
Within ten (10) years immediately preceding the date of this certificate.

IN TESTIMONY WHEREOF, I have hereunto set my hand and have affixed the seal of said Court, at Atlanta, Georgia, this _____ day of _____, 20_____.

Clerk, United States District Court
Northern District of Georgia

By: _____

State of Georgia
County of _____
Probate Court

for Retail Package/Liquor licensees

**One Year Residency Requirement
Probate Court Affidavit**

I, _____, Judge of the Probate Court for _____ County,
Georgia, hereby certify that _____
applicant print name
is a resident of _____ County for one year immediately preceding the
date of this affidavit.

Given under my hand and seal of Office

This _____ day of _____ of 20 _____

Judge of Probate Court

_____ County, Georgia



NOTICE & AFFIDAVIT

TIPS (Training Intervention Procedures)

Certification Requirement Information

The City of Roswell requires all Alcoholic Beverage Licensees to complete an approved responsible alcohol sales and service training course (commonly known as “TIPS” training). New licensees should complete the course and submit a certificate of completion PRIOR to their scheduled City of Roswell Public Hearing.

Failure to obtain such certification shall be grounds for revocation of the alcoholic beverage license. (Code of Ordinances, Section 3.2.11)

Approved online programs:

Training Institute for Responsible Vendors - www.tirv.net, 404-531-9237

ServSafe – www.servsafe.com

Evindi – www.evindi.com

TIPS – www.gettips.com

Email certificate of completion to alcohollicenses@roswellgov.com

AFFIDAVIT

I have read this notice and understand that I am required to present a certificate signed by an approved program administrator that I have satisfied this training requirement within six (6) months of the granting of the alcoholic beverage license in accordance with Code of Ordinances, Section 3.2.11. Non-compliance will be grounds for revocation of the license.

Licensee (signature)

Print Name

Name of Business

Questions? Email beveragellicenses@roswellgov.com